

Summary of Annual Agricultural Outreach Plan Requirements

The Agricultural Outreach Plan (AOP) portion of the State Plan must describe plans for providing services to the agricultural community, both for agricultural employers and Migrant and Seasonal Farmworkers (MSFWs), as described in Wagner-Peyser (W-P) regulations at 20 CFR 653.107, the Workforce Investment Act (WIA) Title I final regulations at 20 CFR 652.107(b)(1), the WIA/W-P Act Integrated Workforce Planning Guidance, and the Unified Planning Guidance. This attachment provides greater detail on what states must include in the AOP section of the State Plan.

A. Assessment of Need. The assessment of need must include:

(i) A review of the previous year's agricultural activity in the state.

- ✓ Identify each major labor intensive crop activity in the previous year, indicating the months of heavy activity and the geographic area of prime activity.

(ii) A review of the previous year's MSFW activity in the state.

- ✓ Estimate the agricultural labor employed in each of the crops identified in item (i) above. Estimate the number of MSFWs involved in each, and indicate crop areas that experienced labor shortages.

(iii) A projected level of agricultural activity in the state for the coming year.

- ✓ Identify any changes from last year's crop activities as described in item (ii) above.

(iv) A projected number of MSFWs in the state for the coming year, which must take into account data supplied by WIA Section 167 National Farmworker Jobs Program (NFJP) grantees, other MSFW organizations, employer organizations and federal and/or state agency data sources such as the U.S. Department of Agriculture and the Employment and Training Administration.

B. Outreach Activities. The proposed outreach activities must be designed to meet the needs of the MSFWs in the state and to locate and to contact MSFWs who are not being reached by the normal intake activities conducted by the local offices.

The plan for the proposed outreach activities must include:

(i) Numerical goals for the number of MSFWs to be contacted during the program year by W-P staff. The number of MSFWs planned to be contacted by other agencies under cooperative arrangements during the fiscal year also should be included in the plan. These numerical goals must be based on the number of MSFWs estimated to be in the state in the coming year, taking into account the varying concentration of MSFWs during the seasons in each geographic area,

the range of services needed in each area and the number of W-P and/or cooperating agency staff who will conduct outreach.¹

(ii) Assessment of Available Resources. The assessment of the resources available for outreach must include:

1. The number of SWA staff positions the state will assign to outreach activities. The assessment must indicate the full-time equivalent positions for each local office to which staff must be assigned, and the number of staff assigned to the state office for this purpose.
2. Where the number of SWA staff positions assigned to outreach activities is less than in the prior year, please provide an explanation for the reduction and the expected effect of the reduction on direct outreach activities, as indicated in 20 CFR 653.107(h)(3)(i).
3. Identify resources to be made available through existing cooperative agreements with public and private community service agencies and MSFW groups. (States are encouraged to initiate cooperative agreements with WIA Section 167 NFJP grantees for outreach position).

(iii) The tools which will be used to conduct outreach contacts, including personal contact, printed matter, videotapes, slides, and/or cassette recordings.

C. Services Provided to MSFWs through the American Job Center Network. The plan must provide specific information on how core, intensive, and training services required under WIA Title I will be provided to MSFWs through the American Job Center (AJC) network (also referred to as the One-Stop Career Center system). States should provide information on how MSFWs will be provided staff-assisted services and how MSFWs will be served in an electronic environment in the AJCs and/or affiliate sites. States should consider how they will enable these AJC customers to advance their skills and be competitive in a local, regional and global economy.

D. Services Provided to Agricultural Employers through the American Job Center Network. The plan must describe efforts that will be taken to provide services to agricultural employers in states with an adequate supply of U.S. workers and in those states where a shortage of workers is anticipated. The services provided to agricultural employers can be incorporated into the section of the WIA/W-P plan on serving employers in general.

¹ The numerical goals that must be included in the agricultural outreach plan are in reference only to the proposed outreach activities and are not negotiated performance targets.

E. Data Analysis.

(i) Previous year's history (based on Program Year (PY) 2011 data):

Number of agricultural job orders and openings received,
Number of agricultural job orders filled,
Percent to be filled,
Number of interstate clearance orders received, and
Number of interstate clearance orders initiated.

(ii) Plan for upcoming year (based on estimated data):

Number of agricultural job orders expected to be received,
Number of agricultural job orders projected to be filled,
Percent to be filled,
Estimated number of interstate clearance orders the state will receive, and
Estimated number of interstate clearance orders the state will initiate.

F. Other Requirements.

(i) *State Monitor Advocate.* The plan must contain a statement that indicates that the State Monitor Advocate has been afforded the opportunity to review and comment on the PY 2013 AOP.

(ii) *Review and Public Comment.* The plan must provide information indicating that WIA Section 167 NFJP grantees, other appropriate MSFW groups, public agencies, agricultural employer organizations and other interested employer organizations, have been given an opportunity to comment on the state AOP. Include the list of organizations from which information and suggestions were solicited, any comments received, and state responses to those comments.